

# THE SECURITY BUZZ

The Office of Security at the National Processing Center Newsletter

October 2007 / Issue 4

## AROUND NPC

Camera Passes  
Official Visitors  
Security Operations Center  
Accidents

### *Do you need a special pass for cameras or camcorders?*

Yes! Cameras/camcorders are only permitted on the installation with approval. To be granted permission to bring a camera/camcorder onto the facilities a request must be made by completing form NPC-945 "Camera/Camcorder Request." The form must be signed by the branch chief of the person requesting the pass. Any request from an organization must be approved by the Employee Labor Relations Office and be signed by the Division Chief. The camera pass is then submitted to the Customer Security Services Office(CSSO), building 66, room 110, for approval by Security. All persons issued camera/camcorder passes are reminded of their obligation to protect Title 13 and 26, as well as any other sensitive information at the National Processing Center. You must have an approved NPC-945, if you use the camera feature on a cell phone at the NPC.

### *How do Official Visitors or Contractors check in at NPC?*

All visitors or contractors must check in at our CSSO, located in building 66, room 110. If they already have a valid badge issued by the U.S. Department of Commerce that badge will be honored. Because Title 13 and 26 data could possibly be viewed, the visitors and/or contractors must be sworn in and the Title 26 examination taken or they must be escorted the entire time they are in the NPC. Notify appropriate parties (Branch secretary or Employee Labor Relations Office) by email, at least one week before visit to get visitors added to the Official Visitors list.

### *What is the Security Operations Center?*

Located in building 66, room 102 is the Security Operations Center (SOC), which is staffed by contracted SecTek Security Officers. The SOC is open 24 hours a day, 7 days a week. SOC Operators monitor cameras, radio traffic, alarms, access control, provide emergency services, lost and found items, parking, and badging. All emergency situations are coordinated by the SOC. If you have an emergency, dial x3911, the SOC Operator will take appropriate information from you and then make appropriate calls, e.g., nurse, fire department, police department, ambulance, management, etc.

### *Accidents....who do you call?*

If you are involved in a vehicle accident on the installation, notify the SOC on extension x3911 or a SecTek Officer at one of the guard posts. The Jeffersonville Police Department can be called if requested or necessary. SecTek Officers will write up an incident or accident report, if the accident involves employees, visitors, or contractors at the NPC.

## ASK BUZZ

### *Buzz says...*

"BUZZ"



Make a habit of good security practices. If you care about your personal property or government property entrusted to you, protect it. Sometimes this is inconvenient. It may take extra time and effort to stow the item out of sight or lock it up. Leaving valuables laying out and assuming your co-workers will watch your work area doesn't always work. Before you leave your work site, take a moment to look around your work area and think about what you need to secure.

## OSY WEBSITE

### *How do you get to the OSY website?*

Go to our Internet Explorer website: <http://cww.npc.census.gov/osy/>.

## NEXT ISSUE

### *What can you look forward to in the next issue?*

Information on background investigations, handicapped parking, laptops, and more.

## CONTACT INFO

### *If you have questions or suggestions, who do you contact?*

Please contact Debra Rochner, Assistant Regional Security Officer on x3818 or email at: [Debra.Kay.Rochner@Census.Gov](mailto:Debra.Kay.Rochner@Census.Gov).